



**DEPARTMENT OF PUBLIC SAFETY  
OFFICE OF THE DIRECTOR**

**From The Office Of State Auditor  
Claire McCaskill**

**Report No. 2002-55  
August 12, 2002  
[www.auditor.state.mo.us](http://www.auditor.state.mo.us)**

**AUDIT REPORT**



Office Of The  
State Auditor Of Missouri  
Claire McCaskill

August 2002

**The following problems were discovered as a result of an audit conducted by our office of the Department of Public Safety, Office of the Director.**

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The Department of Public Safety-Office of the Director (DPS-OD) administers various grants to provide assistance to crime victims, juveniles, schools, crime laboratories, substance abuse facilities, and law enforcement agencies. Our review of various grants administered by the DPS-OD noted that monitoring visits were not performed and reports were not submitted by the contractors for some grants.

To ensure the funds are utilized for the intended purpose, to ensure the quality of the program, and to ensure agencies are in compliance with the state and federal guidelines, formal on-site monitoring procedures should be performed on a regular basis and documented. Additionally, the DPS-OD has not established a performance measurement system to periodically evaluate the results or outcomes of the various grant programs they administer.

The DPS-OD sponsors a Community Mobilization and Partnership conference each year. The total cost of the conferences in fiscal years 2002, 2001, and 2000 was approximately \$48,350, \$77,200, and \$10,600, respectively. We noted expenditures totaling \$22,300 which appeared to be excessive and unnecessary. These include \$9,850 for 1,000 executive pad folios for the 2001 conference, and \$6,705 for an ice cream sundae and baseball banquet during two breaks at the 2001 conference.

During fiscal year 2002, the DPS-OD contracted with the Leadership through Education and Advocacy for the Deaf (LEAD) Institute to pay 100% of the salary for the legal advocate. The Department of Mental Health also contracted with the LEAD Institute to pay 50% of this same position's salary during this time period.

State law requires a peace officer standards and training (POST) fee to be assessed on each criminal conviction in each court in the state. The DPS-OD has not established procedures to ensure that the POST program receives all POST fees assessed and collected by the courts. In addition, no procedures exist to identify courts not properly remitting POST fees to the DPS-OD.

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YELLOW SHEET

During our review of POST fees remitted, we noted that the DPS-OD posted numerous receipts to law enforcement agencies' accounts in error, resulting in over and under payments totaling \$12,427 and \$10,277, respectively, to the applicable law enforcement agencies.

This audit also includes recommendations related to bidding, the Department of Defense Logistic Program, and loaned equipment.

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DEPARTMENT OF PUBLIC SAFETY  
OFFICE OF THE DIRECTOR

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## STATE AUDITOR'S REPORT



**CLAIRE C. McCASKILL**  
**Missouri State Auditor**

Honorable Bob Holden, Governor  
and  
Charles R. Jackson, Director  
Department of Public Safety  
Jefferson City, MO 65102

We have audited the Department of Public Safety-Office of the Director. The scope of this audit included, but was not necessarily limited to, the years ended June 30, 2001 and 2000. The objectives of this audit were to:

1. Review certain management practices and financial information for compliance with applicable statutes, regulations, and agency policy.
2. Review the efficiency and effectiveness of certain management practices and operations.

Our audit was conducted in accordance with applicable standards contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and included such procedures as we considered necessary in the circumstances. In this regard, we reviewed the department's revenues, expenditures, contracts and other pertinent procedures and documents, and interviewed department personnel.

As part of our audit, we assessed the department's management controls to the extent we determined necessary to evaluate the specific matters described above and not to provide assurance on those controls. With respect to management controls, we obtained an understanding of the design of relevant policies and procedures and whether they have been placed in operation and we assessed control risk.

Our audit was limited to the specific matter described above and was based on selective tests and procedures considered appropriate in the circumstances. Had we performed additional procedures, other information might have come to our attention that would have been included in this report.

The accompanying History, Organization, and Statistical Information is presented for informational purposes. This information was obtained from the department's management and was not subjected to the procedures applied in our audit of the Department of Public Safety-Office of the Director.

The accompanying Management Advisory Report presents our findings arising from our audit of the Department of Public Safety-Office of the Director.

A handwritten signature in black ink, reading "Claire McCaskill". The signature is fluid and cursive, with the first name "Claire" written in a larger, more prominent script than the last name "McCaskill".

Claire McCaskill  
State Auditor

February 8, 2002 (fieldwork completion date)

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MANAGEMENT ADVISORY REPORT –  
STATE AUDITOR’S FINDINGS



DEPARTMENT OF PUBLIC SAFETY  
OFFICE OF THE DIRECTOR  
MANAGEMENT ADVISORY REPORT-  
STATE AUDITOR'S FINDINGS

<b>1.</b>	<b>Monitoring and Reporting of Grants</b>
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- A. The Department of Public Safety-Office of the Director (DPS-OD) administers various grants to provide assistance to crime victims, juveniles, schools, crime laboratories, substance abuse facilities, and law enforcement agencies. To obtain funding from the various grants, agencies must submit an annual application to the DPS-OD. The DPS-OD reviews each applicant for eligibility, programs offered, funding requested, etc. If the application is approved, a contract is awarded.

The various grant application packets include financial and administrative guidelines. According to a monitoring provision contained in the financial and administrative guidelines, the DPS-OD is required to monitor each contract award at least once each contract period (12-month period) for all grants except the State Services to Victims Fund (SSVF) and Violence Against Women Act (VAWA) grants which are required to be monitored once every two contract periods (24-month period). The purpose of the monitoring according to these guidelines is "to provide assistance to the contractor both from a technical and programmatic standpoint, as well as, to provide the DPS-OD with the necessary information to ensure the contractor's compliance with the federal guidelines."

In addition, according to the administrative provision contained in the financial and administrative guidelines, the contractor is required to submit a monthly, quarterly, or semi-annual activity/progress report depending on the type of grant. The reports are used by the DPS-OD to ensure the contractor's activities are in compliance with the state and federal guidelines.

During our review of the various grants administered by the DPS-OD, we noted that monitoring visits were not performed and reports were not submitted by the contractors for the following grants:

1. The SSVF and the VAWA grants allow the DPS-OD to contract with public or private agencies to provide assistance to crime victims and crimes against women through direct services, emergency services, crisis intervention counseling, and victim advocacy. The DPS-OD awarded approximately \$3.3 million and \$3 million of SSVF grant funds in fiscal years 2001 and 2000, respectively. The DPS-OD awarded approximately \$2.57 million and \$2.68 million of VAWA grant funds in fiscal years 2001 and 2000, respectively. The SSVF grant is funded with court fees, and the VAWA grant is funded with federal monies.

During our review of six SSVF and VAWA contracts, we noted that three had not been properly monitored for the applicable contract periods.

2. The Local Government/School District (LGSD) Partnership program signed into law in 1995 provided funding to the DPS-OD for partnership programs between local government entities and school districts. The purpose of the partnership is to reduce incidences of youth involved in crime and violence in schools by supporting a spectrum of services and programs that include prevention, early identification, and intervention. The DPS-OD awarded approximately \$714,000 and \$667,000 of these funds in fiscal years 2001 and 2000, respectively. This grant is funded with state monies.

During our review of two LGSD Partnership contracts, we noted that one of the contracts had not been properly monitored for the applicable contract periods, and the required monthly activity reports had not been properly submitted to the DPS-OD.

3. The Narcotics Control Assistance Program (NCAP) funds are available to DPS-OD through the U.S. Department of Justice to provide financial assistance to state and local governments for programs that improve the enforcement of state and local laws and to improve the functioning of the criminal justice system, with emphasis on narcotics, violent crime, and serious offenders. The DPS-OD awarded approximately \$8.5 million and \$11.2 million of these funds in fiscal years 2001 and 2000, respectively. This grant is funded primarily with federal monies; although, a state funded match of twenty-five percent of administrative costs is required.

During our review of four NCAP contracts, we noted that one of the contracts had not been properly monitored for the applicable contract periods. In addition, one of the contractors failed to submit a quarterly progress report.

4. The Delinquency and Youth Violence Prevention Program - Title V, and the Juvenile Accountability Incentive Block Grant (JAIBG) allows the DPS-OD to contract with public or private agencies to provide assistance to reduce delinquency and youth violence and to promote juvenile offender accountability, as well as to provide direction and support to reduce repeat offenses. The DPS-OD awarded approximately \$694,000 and \$666,000 of Title V grant funds in fiscal years 2001 and 2000, respectively. The DPS-OD awarded approximately \$4.6 million and \$5.2 million of JAIBG grant funds in fiscal years 2001 and 2000, respectively. The Title V grant is funded with only federal monies. The JAIBG grant is funded primarily with federal monies; although, a state funded match of ten percent of administrative costs is required.

During our review of a Title V and two JAIBG contracts, we noted that the Title V contract had not been properly monitored for the applicable contract periods. In addition, the Title V and one of the JAIBG contractors failed to properly submit monthly progress reports.

5. The Residential Substance Abuse Treatment for State Prisoners (RSAT) grant program funds are available to the DPS-OD through the U.S. Office of Justice and Corrections Program to assist states in developing and implementing residential substance abuse treatment programs within state and local correctional and detention facilities in which prisoners are incarcerated for a period of time sufficient to permit substance abuse treatment. Approximately \$797,000 and \$1.23 million of these grant funds were awarded to the Department of Corrections in fiscal years 2001 and 2000, respectively. This grant is funded from federal monies.

During our review of this contract, we noted that the Department of Corrections had not been properly monitored for the applicable contract periods. In addition, the Department of Corrections failed to submit a semi-annual report for the fiscal year 2001 contract period.

6. The Crime Lab Assistance Program (CLAP) and the Missouri Crime Lab Upgrade Program (MCLUP) grants are available through the DPS-OD to provide financial assistance to defray expenses incurred by crime laboratories. The DPS-OD awarded approximately \$379,000 of CLAP grant funds and \$250,000 of MCLUP grant funds in both the fiscal years 2001 and 2000. These grants are funded with state monies.

During our review of a CLAP contract and two MCLUP contracts, we noted that two of the contractors had not been properly monitored for the applicable contract periods.

To ensure the funds are utilized for the intended purpose, to ensure the quality of the program, and to ensure agencies are in compliance with the state and federal guidelines, formal on-site monitoring procedures should be performed on a regular basis and documented. In addition, the receipt of activity/progress reports ensure activities are allowable on a continued basis.

- B. The DPS-OD has not established a performance measurement system to periodically evaluate the results or outcomes of the various grant programs they administer. The DPS-OD has awarded approximately \$29 million and \$32 million to various agencies in fiscal years 2001 and 2000, respectively. The various agencies provided monthly, quarterly, semi-annual, or annual activity/progress reports (depending on the type of grant) to the DPS-OD; however, the DPS-OD did not have a system in place that would compile this information to measure the results or outcomes of the funding to ensure the grant programs were cost justified and the intended results were achieved. Although

there are no federal or state regulations that require the results or outcomes of the grant programs to be measured, a performance measurement system appears necessary considering the amount of monies awarded through the various grant programs.

**WE RECOMMEND** the DPS-OD:

- A. Perform formal on-site monitoring procedures of all grant contracts on a regular basis and document the results of this monitoring. In addition, DPS-OD should ensure reports are submitted as required by contract guidelines.
- B. Establish a performance measurement system to periodically evaluate the results or outcomes of the various grant programs.

**AUDITEE'S RESPONSE**

*The DPS-OD indicated:*

- A. *The majority of the grants made through the State Services to Victims program and the Violence Against Women program are provided to agencies that we have an ongoing relationship with. That is, the majority of the grantees receive grants on a continual basis. On July 1, 2001, a new procedure was implemented for monitoring. The monitoring policy was to monitor agencies once every two years instead of one time per contract. If an agency received a new grant, that grant was to be monitored within the first 6 months of the contract period to ensure there were no programmatic or financial issues.*

*Some of the Local Government/School District Partnership grants were monitored during FY 2000. In FY 2001, all but one Local Government/School District Partnership grants were monitored. It is the DPS-OD plan to monitor all Local Government/School District grants once during the applicable fiscal year.*

*We agree with the finding as it pertains for the Delinquency and Youth Violence Prevention Program. Effective immediately, all grant files are being audited to be certain that every grant has been monitored. All new projects will be visited within the first few months of the beginning of the grant and then return later in the year to perform a monitoring visit. All second and third year projects will get a monitoring visit annually. Also, for all current grants with a contract period of October 1, 2001, to September 30, 2002, and future grants, the monthly report of expenditures and the monthly program report must be sent every month to the DPS-OD by the 10<sup>th</sup> of each month. Action will be taken by the program manager should a grant program not submit the required report.*

*We agree with the finding as it pertains to the Residential Substance Abuse and Treatment Program. The Residential Substance Abuse and Treatment program will be monitored annually beginning with FY 2003.*

*We agree with the finding as it pertains to the Crime Lab Assistance Program and the Missouri Crime Lab Upgrade Program. The Crime Lab Assistance Program and the Missouri Crime Lab Upgrade Program will be monitored annually beginning with FY 2003.*

*It should be noted that monitoring may be accomplished by either an on-site visit or through a desk monitoring process.*

- B. As for the finding pertaining to establishing a performance measurement system, the DPS-OD will take this under consideration.*

<b>2. Expenditures</b>
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- A. The Department of Public Safety-Office of the Director (DPS- OD) has sponsored a Community Mobilization and Partnership conference each year since September 1998. The purpose of the conference is to emphasize citizen and law enforcement problem solving and to build effective partnerships as they mobilize toward the common goal of a safer and more caring community. The conference offers different types of workshops to aid in crime prevention that would interest communities, governments, and law enforcement agencies. The attendance at these conferences in fiscal years 2002, 2001, and 2000 was 362, 348, and 124, respectively, and the total cost of the conferences in these fiscal years was approximately \$48,350, \$77,200, and \$10,600, respectively. These costs were paid from state funds.

During our review of the these conferences, we noted expenditures totaling \$22,300 which appeared to be excessive and unnecessary as follows:

1. The DPS-OD paid approximately \$9,850 for 1,000 executive padfolios for the 2001 conference.
2. The DPS-OD provided refreshments including beverages, cookies, and brownies during breaks at the 2001 conference. These types of refreshments appear to be standard at many similar functions. However, in addition to these refreshments, the DPS-OD also paid \$6,705 for an ice cream sundae and baseball banquet during two of these breaks.
3. The DPS-OD paid approximately \$470 and \$5,285, respectively, for appetizers during a welcoming reception held in the evening on the first day of the 2002 and 2001 conferences.

These purchases appear to be excessive and unnecessary. The DPS-OD needs to reevaluate the expenditures for future conferences in an effort to eliminate any unnecessary costs and ensure the efficient use of the state resources.

- B. Bids were not always solicited by the DPS-OD for various conference expenses including meals and refreshments, audio equipment rental, and lodging. The DPS-OD could not locate bidding documentation for the following conferences:

FY 2001 COPs Conference	\$ 55,324
FY 2000 Meth Summit Conference	\$ 4,433
FY 2001 Meth Summit Conference	\$ 4,144

Section 34.040, RSMo 2000 requires all purchases in excess of \$3,000 to be competitively bid.

Formal bidding procedures for major purchases provides a framework for economical management of the DPS-OD resources and helps ensure the DPS-OD receives fair value by contracting with the lowest and best bidders. In addition, competitive bidding ensures all interested parties are given an equal opportunity to participate in the state's business. Documentation of bids should always be retained as evidence to demonstrate the DPS-OD's compliance with the state's competitive bidding requirements.

- C. Multi-jurisdictional task forces can receive up to 16% of their annual Narcotics Control Assistance Program (NCAP) award in advance for initial operating costs. During the contract years 2000 and 1999, the DPS-OD provided advances totaling approximately \$436,100 and \$394,800, respectively, to various task forces. The DPS-OD does not require the task forces to submit expenditure reports for these advances to document how the funds were spent until the end of the funding period. Cash advances not supported by documentation of expenses incurred prohibits any evaluation of the expenditure of federal monies. All expenditures for this program, including cash advances, should have documentation to support the nature and reasonableness of the expenditure.
- D. Fourteen invoices reviewed were not supported by a purchase requisition. Examples of these purchases include training, conference, and maintenance and repair expenses. In addition, we noted two instances where the invoice was supported by a purchase requisition; however, the purchase requisition was dated and authorized after the expense had occurred.

The DPS-OD accounts payable policy requires the preparation and approval of a purchase requisition prior to initiating purchases of goods or services. Failure to prepare purchase requisitions and document purchase approval limits the department's ability to monitor, control, and track expenditures.

- E. The DPS-OD approved payment of some invoices without adequate supporting documentation. For example, several conference meal expenditures reviewed did not include an accurate listing of attendees. Although a list of individuals attending was provided for our review, the number of individuals listed did not

agree to the meals provided. Adequate documentation is necessary to ensure the propriety of these expenditures.

- F. The DPS-OD provides funding from the State Services to Victims Fund to the Leadership through Education and Advocacy for the Deaf (LEAD) Institute for enhancing emotional development, effective communication, and leadership for individuals who are deaf and hard of hearing. The LEAD Institute also receives funding from the Department of Mental Health (DMH).

During the contract period July 1, 2001 through June 30, 2002, DPS-OD contracted with the LEAD Institute to pay 100% of the salary for the legal advocate. DMH also contracted with the LEAD Institute to pay 50% of this same position's salary during this time period. As a result, the DPS-OD and DMH overfunded this position by approximately \$7,000.

**WE RECOMMEND** the DPS-OD:

- A. Review expenditures for future conferences and ensure the costs of the conferences are reasonable and necessary.
- B. Solicit bids for all purchases in accordance with state law.
- C. Require documentation to support the expenditure of all cash advances.
- D. Ensure purchase requisitions are prepared and properly approved prior to purchases of goods and services.
- E. Require adequate documentation for all expenditures. In addition, when meals are provided, supporting documentation should include a list of all individuals who received meals.
- F. Review future LEAD Institute contracts to ensure overfunding of positions does not occur. In addition, the DPS-OD should consider recouping amounts overfunded to the LEAD Institute.

**AUDITEE'S RESPONSE**

*The DPS-OD indicated:*

*A&B. The Meth Summit Conference was last held in FY 2001. There are no plans to hold another Meth Summit Conference. If a conference is scheduled, bids will be obtained and expenditures will be kept to a minimum. The Community Mobilization and Partnership (COPS) conference was last held in FY 2002. Bids were obtained for the COPS conference in FY 2002. There are no plans to hold another COPS conference in the future. If a COPS conference is held, bids will be obtained and expenditures will be kept to a minimum.*

- C. *The policy of providing start-up funds for the Narcotics Control Assistance Program has been discontinued with FY 2003. Prior to this audit, the DPS-OD discussed this matter with a federal accountant and we were advised to terminate this procedure. The decision to terminate the start-up funds was made prior to this audit.*

*Start-up funds are reported on the monthly expenditure reports when used by the grant program. We do not require a separate report for expenditures using start-up funds.*

- D. *The majority of the invoices that were not supported by a purchase requisition were for operational maintenance and repair funds. The General Assembly appropriates funds for department operational maintenance and repair programs to the DPS-OD. The State Highway Patrol, the Water Patrol, and the Veterans Commission use these funds. The DPS-OD is the conduit for paying invoices using these funds. Verbal approval has been given in the past for expending these funds. Effective immediately, documented division level approval must accompany any invoice that is to be paid from operational maintenance and repair funds.*
- E. *At some conferences and meetings, the facility requires that the DPS-OD agree to pay for a certain number of meals, whether that number of individuals actually consumes the meals. The number of people attending the meeting is estimated. When the invoice is submitted, the number of meals paid for does not always equal the number of attendees. In the future, it will be noted on the attendance list why there were more meals than attendees.*
- F. *The L.E.A.D. program has been audited and the funds for which the DPS-OD had been over billed in relation to the salary for the legal advocate have been recovered. In addition, the L.E.A.D. Institute was required to submit a budget revision prorating the amount for the copier lease and volunteer and paid staff time relating to the crisis line. The L.E.A.D. Institute must adhere to special conditions that have been attached to the current grant to prevent over funding of positions in the future.*

<b>3. Peace Officer Standards and Training Fees</b>
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Section 488.5336, RSMo 2000, requires a peace officer standards and training (POST) fee to be assessed on each criminal conviction in each court in the state. This section requires the court clerks to distribute fees collected to the Department of Public Safety-Office of the Director (DPS-OD) payable to the state treasury at least monthly. The DPS-OD deposits these fees into the Peace Officer Standards and Training Fund in accordance with statute.

- A. The DPS-OD has not established procedures to ensure that the POST program receives all POST fees assessed and collected by the courts. In addition, no procedures exist to identify courts not properly remitting POST fees to the DPS-OD.



During our review of payments made to the DPS-OD, we noted that one of the state's municipal courts did not remit POST fees from July 1999 to March 2001. Although the POST program did not contact this court, the court remitted some of these POST fees totaling \$11,475 in March 2001.

The DPS-OD needs to establish procedures to recognize situations where POST fees are not being remitted by the courts as required by state law. These procedures could include a periodic review of remittances by the courts to identify unusual fluctuations. In such situations, the DPS-OD could determine if the courts have properly assessed, collected, and remitted all POST fees to the DPS-OD as required by state law.

- B. The DPS-OD distributes the POST fees collected annually from the court clerks to the applicable law enforcement agencies throughout the state to be used for officer training. The distributions are based on total collections received from each court for the applicable agency. For example, if a court remits less than \$500 in fees for a local police department, the DPS-OD will distribute \$500 to the police department, and if a court remits more than \$500 in fees for a local police department, DPS-OD will distribute to the local police department ninety percent of the fees received plus a portion of the interest earned on the POST monies during the year.

During our review of POST fees remitted to the DPS-OD from five courts, we noted that the DPS-OD posted numerous receipts from each of the courts to eight law enforcement agencies' accounts in error as noted below:

Law Enforcement Agency	Fiscal Year	Amount Disbursed	Correct Amount to be Disbursed	Amount Over (under) paid
Independence Police Department	2000	\$5,152	\$10,609	(\$5,457)
Jackson County Sheriff's Office	2000	7,889	2,432	5,457
St. Joseph Police Department	2000	7,131	10,805	(3,674)
Buchanan County Sheriff's Office	2000	8,679	5,005	3,674
Bolivar Police Department	2000	500	1,337	(837)
Polk County Sheriff's Office	2000	5,434*	2,860	2,574
Bolivar Police Department	2001	1,012	1,234	(222)
Polk County Sheriff's Office	2001	2,768	2,546	222
Jasper County Sheriff's Office	2000	4,756	4,843	(\$87)
Joplin Police Department	2000	500	0	500

\* The amount disbursed includes \$1,417 of Local Law Enforcement Block Grant funds and \$154 of Missouri Prosecutor's Service Fund monies which were improperly recorded and disbursed as POST fees.

The errors noted above resulted in over and (under) payments totaling \$12,427 and \$10,277, respectively to the applicable law enforcement agencies.

The DPS-OD should establish procedures to properly record all POST fees collected from the courts to ensure distributions to police or sheriff's departments are accurate.

**WE RECOMMEND** the DPS-OD:

- A. Establish procedures to monitor payments being made by the courts and follow up with the courts when POST fees are not remitted on a regular basis.
- B. Establish procedures to properly record all POST fees collected from the courts and accurately distribute these collections to the applicable law enforcement agencies. In addition, the DPS-OD should seek reimbursement of the overpayments noted above and properly distribute to the applicable parties.

**AUDITEE'S RESPONSE**

*The DPS-OD indicated:*

- A. *Procedures have been implemented to monitor the payment of POST fees.*
- B. *The DPS-OD is working with the Office of State Court Administrators to identify POST fees that have been submitted but do not indicate the appropriate law enforcement agency. The Office of State Court Administrators has agreed to work with the counties to have them indicate the proper law enforcement agency on their POST payments. The DPS-OD has corrected the overpayments noted in the audit report.*

<b>4. Department of Defense Logistical Support Program</b>
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The Department of Defense (DOD) Logistical Support 1033 Program makes excess military property available to state and local law enforcement agencies, through the Department of Public Safety-Office of the Director (DPS-OD). The equipment can be obtained at no acquisition cost for use in counter-drug, counter-terrorism, and officer safety activities. Over 260 law enforcement agencies have participated and received property since the program's inception. During our review, we noted the following concerns:

- A. The DPS-OD does not perform on-site monitoring visits to ensure the equipment obtained under the DOD program is being used for the purpose intended. To ensure the equipment is used for the intended purpose, formal on-site monitoring procedures should be performed and documented on a regular basis.
- B. The DPS-OD has not performed reconciliations of the equipment obtained by law enforcement agencies through the DOD program since February 2000. Prior to February 2000, the DOD coordinator sent a list of applicable DOD equipment to each of the law enforcement agencies annually to be compared to agency records. The law enforcement agencies were required to notify the DPS-OD in writing of any discrepancies between their records and the list provided by DPS-OD. The DPS-OD indicated they no longer had enough staff to perform these annual reconciliations due to budget cuts.

On-site monitoring visits and annual reconciliations would provide the DPS-OD with the necessary information to ensure the law enforcement agencies were in compliance with state and federal guidelines.

**WE RECOMMEND** the DPS-OD:

- A. Ensure formal on-site monitoring procedures are performed and documented on a regular basis.
- B. Perform annual documented reconciliations of the equipment obtained by law enforcement agencies through the DOD program.

### **AUDITEE'S RESPONSE**

*The DPS-OD indicated:*

*A & B. Within the next 6 months a reconciliation of all participating DOD agencies will be completed. Upon completion of the reconciliation a monthly monitoring schedule will be established for all participating agencies.*

## 5. Loaned Equipment

The Department of Public Safety-Office of the Director (DPS-OD) administers the Law Enforcement Equipment Program (LEEP) and the Community Oriented Policing Equipment Association (COPEA) which provides law enforcement agencies with equipment such as laptop computers, printers, and bicycles on a loan basis. Both of these programs are funded with state monies. The DPS-OD has loaned out 210 bicycles and 250 computer/printers through the LEEP since 1996 and has loaned out 195 bicycles and 212 computer/printers through the COPEA since 1998. During our review of these two programs, we noted the following concerns.

- A. The DPS-OD does not perform on-site monitoring visits to ensure the equipment obtained under the LEEP and the COPEA program is being used for the purpose intended.
- B. Law enforcement agencies are required to submit quarterly reports to the DPS-OD LEEP coordinator for the LEEP equipment and semi-annual reports to the Community Oriented Policing (COP) coordinator for the COPEA equipment to ensure the borrowed equipment is being used as intended and in compliance with other state guidelines. During our review of ten agencies in each of these programs, we noted the following:
  1. The DPS-OD did not retain documentation of any of the quarterly LEEP reports received from the ten law enforcement agencies reviewed. The

LEEP coordinator indicated that he did not retain the quarterly reports after they were received from the agencies.

2. Seven of the ten law enforcement agencies reviewed did not always submit a COPEA semi-annual status report, and the remaining three agencies did not submit the COPEA semi-annual status reports in a timely manner. For example, one law enforcement agency sent the status reports due in June and December 1999 to DPS-OD in May 2000.

Without formal documented on-site monitoring visits and quarterly or semi-annual reports, the DPS-OD can not ensure the loaned equipment is being used for the intended purpose or in compliance with state guidelines.

**WE RECOMMEND** the DPS-OD:

- A. Ensure formal on-site monitoring procedures are performed and documented on a regular basis for the LEEP and COPEA programs.
- B. Receive and retain quarterly and semi-annual reports for all LEEP and COPEA equipment on a timely basis in compliance with state guidelines.

**AUDITEE'S RESPONSE**

*The DPS-OD indicated:*

*A & B. The COPEA program was started in FY 1999. The LEEP program is no longer purchasing new equipment for distribution but is only repairing usable equipment already issued. Equipment that is three years or older has been entirely depreciated, therefore, it will be removed from our records. The equipment that is not fully depreciable will be monitored.*

This report is intended for the information of the management of the Department of Public Safety-Office of the Director, and other applicable government officials. However, this report is a matter of public record and its distribution is not limited.

HISTORY, ORGANIZATION, AND  
STATISTICAL INFORMATION

DEPARTMENT OF PUBLIC SAFETY  
OFFICE OF THE DIRECTOR  
HISTORY, ORGANIZATION, AND STATISTICAL INFORMATION

The Department of Public Safety, established by the "Omnibus State Reorganization Act of 1974," is responsible for coordinating statewide law enforcement for the purpose of ensuring a safe environment for Missouri citizens. The department's mission is to provide a safe and secure environment for all individuals, through efficient and effective law enforcement, national defense, disaster preparedness, service to veterans, and education.

The Department of Public Safety is organized into ten separate divisions: Office of the Director; Missouri Gaming Commission; Missouri State Highway Patrol; Missouri State Water Patrol; Division of Liquor Control; Division of Fire Safety; Division of Highway Safety; Missouri National Guard (Office of the Adjutant General); State Emergency Management Agency; and the Veterans' Commission. In August 1993, the Missouri Capitol Police was transferred from the Office of Administration to the Department of Public Safety.

The director of the Department of Public Safety is responsible for developing public safety programs, police officer training and certification, and providing legislative guidance on law enforcement issues. Additionally, the director is responsible for overseeing distribution of federal funds through grants for narcotics, victims' assistance, and juvenile justice.

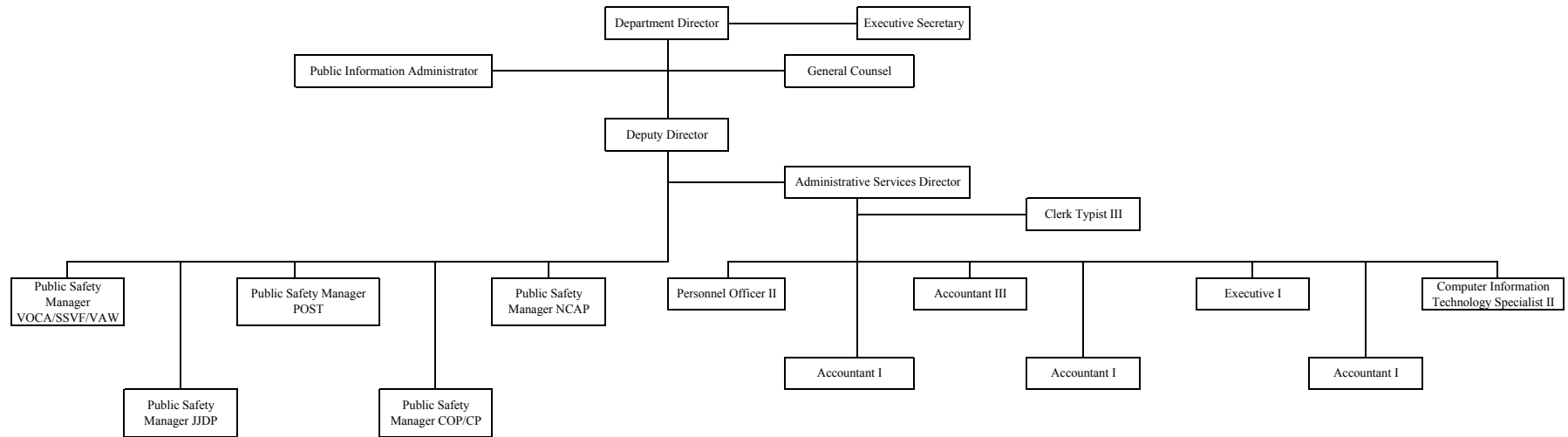
The Department of Public Safety manages the police training and certification program as established by state law and by the rules and regulations of Missouri's Peace Officer Standards and Training Commission as specified in Chapter 590, RSMo. No board member of the commission shall receive any compensation for the performance of his official duties. At June 30, 2001, the members of the commission were as follows:

<u>Member</u>	<u>Term Expires</u>
Chief Paul Corbin	October 3, 2004
Chief Laura R. Webster	October 3, 2002
Lt. Ron Johnson	October 3, 2003
Sheriff Dennis D. Martin	October 3, 2001
Sheriff Richard L. Hill	October 3, 2002
Mark Byington	October 3, 2003
Sheriff Gary F. Toelke	October 3, 2002
Katharine Finchman	October 3, 2002

Gary Kempker served as Director from April 1995 until May 2001. In June 2001, Charles Jackson was appointed Director and is presently serving in that capacity.

An organization chart follows.

DEPARTMENT OF PUBLIC SAFETY  
OFFICE OF THE DIRECTOR  
ORGANIZATION CHART  
JUNE 30, 2001





APPENDIX A-1

DEPARTMENT OF PUBLIC SAFETY  
OFFICE OF THE DIRECTOR  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
YEAR ENDED JUNE 30, 2001

	Appropriation	Expenditures	Lapsed Balances
GENERAL REVENUE FUND-STATE			
Operational Payback	\$ 100,000	50	99,950
Director Administration - Personal Service	1,198,786	1,135,979	62,807
Operational Maintenance and Repair	185,889	170,024	15,865
Local Government School District Partnership	800,000	559,116	240,884
Community Oriented Policing	180,000	161,477	18,523
Multi Jurisdictional Task Forces	143,290	51,498	91,792
Motorcycle Safety Program	225,000	180,105	44,895
Regional Crime Labs	400,000	376,803	23,197
Witness Protection	10,000	1,851	8,149
Director Administration - Equipment and Expense	722,507	528,244	194,263
Total General Revenue Fund-State	3,965,472	3,165,146	800,326
DEPARTMENT OF PUBLIC SAFETY - JUVENILE ACCOUNTABILITY INCENTIVE BLOCK GRANT			
Juvenile Justice Accountability Grant	5,419,607	2,713,852	2,705,755
Director Administration - Personal Service	25,625	24,368	1,257
Director Administration - Equipment and Expense	47,920	11,843	36,077
Total Department Of Public Safety - Juvenile Accountability Incentive Block Grant Fund	5,493,152	2,750,063	2,743,089
DEPARTMENT PUBLIC SAFETY FUND			
Narcotics Control Assistance Program	11,000,000	7,620,422	3,379,578
Victim of Crime Act	9,000,000	4,459,071	4,540,929
Juvenile Justice Delinquency Prevention	2,200,000	1,397,228	802,772
Director Administration - Equipment and Expense	190,909	77,683	113,226
Violence Against Women	3,200,000	2,320,187	879,813
Midwest Meth Initiative	6,000,000	198,632	5,801,368
Juvenile Justice Challenge Program	350,000	95,751	254,249
Local Law Enforcement Block Grant	720,000	500,829	219,171
Residential Substance Abuse	1,227,000	637,967	589,033
Director Administration - Personal Service	344,479	246,638	97,841
Juvenile Justice Accountability Grant	0	0	0
Local Law Enforcement Block Grant Technical Assistance	66,127	0	66,127
Office Director - Equipment and Expense	330,000	330,000	0
Total Department Public Safety Fund	34,628,515	17,884,409	16,744,106
MISSOURI CRIME PREVENT INFOMATION AND PROGRAM FUND			
Director Administration - Equipment and Expense	50,000	8,878	41,122
Total Missouri Crime Prevent Information and Program Fund	50,000	8,878	41,122
PEACE OFFICER STANDARDS AND TRAINING COMMUNITY FUND			
Peace Officer Standards Training	1,500,000	1,331,606	168,394
Total Peace Officer Standards and Training Community Fund	1,500,000	1,331,606	168,394
STATE FORENSIC LABORATORY FUND			
State Forensic Laboratories	266,000	197,130	68,870
Total State Forensic Laboratory Fund	266,000	197,130	68,870
SERVICES TO VICTIMS FUND			
State Services to Victims	3,400,000	2,897,246	502,754
Total Services To Victims Fund	3,400,000	2,897,246	502,754
CRIME VICTIMS COMPENSATION FUND			
State Services to Victims	50,000	42,714	7,286
Director Administration - Personal Service	18,891	18,870	21
Total Crime Victims Compensation Fund	68,891	61,584	7,307
Total All Funds	\$ 49,372,030	28,296,062	21,075,968

## APPENDIX A-2

DEPARTMENT OF PUBLIC SAFETY  
OFFICE OF THE DIRECTOR  
STATEMENT OF APPROPRIATIONS AND EXPENDITURES  
YEAR ENDED JUNE 30, 2000

	Appropriation	Expenditures	Lapsed Balances
GENERAL REVENUE FUND-STATE			
Operational Payback	\$ 100,000	0	100,000
Director Administration - Personal Service	1,136,868	1,070,729	66,139
Operational Maintenance and Repair	185,889	172,579	13,310
Local Government School District Partnership	1,000,000	511,495	488,505
Community Oriented Policing	180,000	167,524	12,476
Multi Jurisdictional Task Forces	143,290	762	142,528
Motorcycle Safety Program	100,000	96,999	3,001
Regional Crime Labs	400,000	400,000	0
Witness Protection	10,000	2,305	7,695
Director Administration - Equipment and Expense	586,513	538,815	47,698
Total General Revenue Fund-State	3,842,560	2,961,207	881,353
DEPARTMENT OF PUBLIC SAFETY - JUVENILE ACCOUNTABILITY INCENTIVE BLOCK GRANT			
Juvenile Justice Accountability Grant	4,419,607	1,762,722	2,656,885
Director Administration - Personal Service	52,000	16,556	35,444
Director Administration - Equipment and Expense	67,000	413	66,587
Total Department of Public Safety - Juvenile Accountability Incentive Block Grant Fund	4,538,607	1,779,690	2,758,917
DEPARTMENT PUBLIC SAFETY FUND			
Narcotics Control Assistance Program	11,000,000	7,557,182	3,442,818
Victim of Crime Act	4,800,000	4,113,535	686,465
Juvenile Justice Delinquency Prevention	2,200,000	1,922,955	277,045
Director Administration - Equipment and Expense	316,014	169,590	146,424
Violence Against Women	3,200,000	2,680,272	519,728
Midwest Meth Initiative	0	0	0
Juvenile Justice Challenge Program	350,000	105,427	244,573
Local Law Enforcement Block Grant	720,000	593,465	126,535
Residential Substance Abuse	1,227,000	543,020	683,980
Director Administration - Personal Service	233,421	231,804	1,617
Juvenile Justice Accountability Grant	0	0	0
Local Law Enforcement Block Grant Technical Assistance	66,127	56,267	9,860
Office Director - Equipment and Expense	375,000	45,000	330,000 (1)
Total Department Public Safety Fund	24,487,562	18,018,516	6,469,046
MISSOURI CRIME PREVENT INFORMATION & PROGRAM FUND			
Director Administration - Equipment and Expense	50,000	0	50,000
Total Missouri Crime Prevent Information and Program Fund	50,000	0	50,000
PEACE OFFICER STANDARDS AND TRAINING COMMUNITY FUND			
Peace Officer Standards Training	1,500,000	1,292,277	207,723
Total Peace Officer Standards and Training Community Fund	1,500,000	1,292,277	207,723
STATE FORENSIC LABORATORY FUND			
State Forensic Laboratories	266,000	233,236	32,764
Total State Forensic Laboratory Fund	266,000	233,236	32,764
SERVICES TO VICTIMS FUND			
State Services to Victims	3,150,000	2,776,466	373,534
Total Services To Victims Fund	3,150,000	2,776,466	373,534
CRIME VICTIMS COMPENSATION FUND			
State Services to Victims	50,000	46,046	3,954
Director Administration - Personal Service	18,155	18,129	26
Total Crime Victims Compensation Fund	68,155	64,175	3,980
Total All Funds	\$ 37,902,884	27,125,567	10,777,317

(1) Biennial appropriations set up in the current fiscal year are re-appropriations to the next fiscal year. After the fiscal year-end processing has been completed, the unexpended appropriation balance for a biennial appropriation is established in the new fiscal year. Therefore, there is no lapsed balance for biennial appropriation at the end of the first year.

Appendix B

DEPARTMENT OF PUBLIC SAFETY  
OFFICE OF THE DIRECTOR  
COMPARATIVE STATEMENT OF EXPENDITURES (FROM APPROPRIATIONS)

	Year Ended June 30,	
	2001	2000
Salaries and wages	1,425,855	1,337,218
Travel	89,939	87,773
Fuel and utilities	5,174	2,723
Supplies:		
Administrative	84,294	87,280
Lab and medical	15,960	16,018
Merchandising	47,656	58,492
Repair and maintenance	4,977	7,445
Specific use	12,084	1,839
Professional development	49,569	51,147
Services:		
Communication	61,581	58,178
Health	22	0
Business	79,368	73,572
Professional	73,681	31,114
Housekeeping and janitorial	236	245
Equipment maintenance and repair	20,550	7,870
Transportation maintenance and repair	7,908	8,991
Equipment:		
Computer	383,554	273,267
Educational	2,425	0
Electronic and photographic	3,293	1,535
Motorized	439	0
Office	10,990	17,633
Specific use	364,270	171,530
Property and improvements	170,298	174,356
Real property rentals and leases	225	1,164
Building and equipment rentals	15,105	2,212
Other	48,565	31,218
Program distributions	25,318,045	24,622,747
Total Expenditures	28,296,062	27,125,567

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